

Approved For Release 2003/12/19 : CIA-RDP78-04546A000800030001-2

PROCEDURE FOR WRITING CAPTIONS

1. To prepare the caption which will appear on the Master file photo, the analyst uses a standard form, the Photo Analysis Report, more familiarly called the "caption report." This form, shown below, is divided into various lines and spaces, most of which are labelled and are self-explanatory. Those not readily understood are explained in the following procedures.

"CAPTION REPORT" (Letters in spaces, etc., are referred to in the following procedures.)

PHOTO No.			LAT No.			MAP REFERENCE			LATITUDE			LONGITUDE		
A			B			C			D-1			D-2		
COUNTRY						PROVINCE								
E						F								
DATE			SUBJECT			SUBJECT			SUBJECT			SUBJECT		
G			H									I		
I													J	
J														
J														
J (IF NECESSARY)														
DATE OF PHOTO			TYPE		QUALITY		CLASS		No. of CARDS		SOURCE OF PHOTOGRAPH			
K1	K2	K3	L	M	N	O							P	
CLASSIFICATION							CAPTIONED BY:							
Q							R							

Approved For Release 2003/12/19 : CIA-RDP78-04546A000800030001-2

2. After entering the lot number (space B), the photo is located by country (space E), Province or WAC Quadrant (space F), place name (space I), geographical coordinates (spaces D1 & D2) and area No. (space G).

- a. GR is in the process of changing its Master File from a suborder by province within a country to a suborder by WAC Quadrant within a country; therefore, for some countries, primarily USSR, China, Cuba, most of FE/P area and some of NE/A area, the WAC number and Quadrant will be substituted for the Province on the caption report.

3. The place name is written in the first squares (spaces I) of the blocked lines, one letter per square. Use as many squares as is necessary. Many photos will be received which are not located within a city, or cannot be pinpointed by coordinates. If they are near enough a city to have a definite relationship to it, the photo may be captioned with that place name, followed by (NR) (near), separated from the place name by one (1) blank space. For example, "near Hue" would appear as: 

H	U	E		N	R
---	---	---	--	---	---

4. The area number is written in space "G", this number is obtained by consulting the Photograph Analysis Manual (code book), under both an alphabetical and a numerical listing of countries and corresponding area code numbers. This will apply only to those countries not yet converted to a WAC Quadrant suborder.

- a. For those countries, other than the USSR, fully converted to the WAC Quadrant suborder, the two letter country code also will be used as the area code and will be written only in space "G". The USSR area code will remain as before, e.g. "N".

b. Those countries in transition from the Province suborder to a WAC Quadrant suborder will use the old area codes, and the WAC Quadrant in place of the Province. Only when the country is fully converted will the two letter country code also be used for the area number.

5. For those countries not yet changed to a WAC Quadrant suborder, the country will be written (in space E), using the two letter country code used by the Air Force and Collection Guidance Staff, with variations, if any, that have been determined by the Desk Head and Chief, Analysis Section. The analyst will be given a list of codes for the countries in his area by the Desk Head.

6. The accuracy and completeness of the location is vital not only to supply correct information to the user, but also to maintain an efficient geographic file.

A. A variety of sources are available to aid in the location of place names:

1. Coordinate File - A card file representing all place names on which photos have been previously accessioned and coordinates found. This is primarily for countries in the Master File with a suborder by province.
2. Photographic Gazetteer - A book listing by country of place names on which photos have been accessioned and coordinates found. It consists of 3 sections: an alphabetical listing, a listing by WAC Quadrant and one by geographical coordinates. These have been/are being compiled for those countries in the Master File with a suborder by WAC number and Quadrant. Places not yet listed in the Photographic Gazetteer will be in a small coordinate file.

3. ~~NIS Gazetteers~~
4. IMV Maps and world aeronautical charts
5. Additional maps filed in map cases
6. Gazetteers (Times, Lippincott's, etc.) and atlases (citizen's, Stieler's, etc.)
7. OCR/FIB listings (for industrial installations), Air Fields of the World, Bombing Encyclopedia, etc.
8. Map Library and Foreign Installations Branch. These offices may be called for locational data if the analyst is sure he has exhausted all available references.

B. The analyst will indicate the source for geographical coordinates under "Map Reference" (space C) on the caption report. Use the letter "c" if from the coordinate file or a photographic gazetteer.

7. All countries of sufficient size and importance are sub-ordered either by province or WAC number and quadrant; once having found the coordinates the analyst must locate the place in the correct province or WAC Quadrant. To do this, he must utilize the best available maps showing the political subdivision of a country, the WAC charts available in GR or the WAC Quadrant Boundary listings. He then writes the correct information on the caption report in the space labelled "Province" (space F).

a. The approved spelling of the province is obtained by consulting the Photograph Analysis Manual, or "code book." In this book, under the tab marked "Area - Alphabetical" is a listing of all countries included in the coding system, preceded by the country code number and letter. Using this code number and letter the analyst refers back to the section marked "Area-Numerical" and finds the approved province

either the Photographic Gazetteer listing, or for locations not yet in the gazetteer, the small coordinate card file for new locations, or either the WAC chart file, or the WAC quadrant boundary listing. It should be remembered that the quadrant of a WAC are labeled A, B, C & D, processing in a clockwise direction from the upper left quadrant. To

illustrate:

A	B
D	C

3. In preparing the caption which will appear on the print, any information which will be of value to the user should be included. This is written as concisely as possible and does not include phrases which describe what is obvious to the viewer (i.e., "street scene", "Overall view of city", etc.) The photo caption (spaces J) on the caption report will be separated by at least two blank spaces from the place name. (For example:

H U E      G O V T

- A. Coordinates may be used in the body of the caption to help locate an unnamed locality (Road between A (coordinates) and B (coordinates), particularly if A and B are relatively unknown towns.
- B. Information which should be included in captions, if available, includes names of buildings, streets, factories, industrial processes, ethnic groups, rivers, mountains, etc. (In terrain pictures the direction of the view is also extremely important.)

- C. Photos of border areas which clearly show territory or installations on both sides of an international boundary should have two captions, one for each country. The two captioned prints will have different CIA accession numbers.
- D. The same is true of photos of vessels in foreign harbors. If the picture clearly shows both the ship and the port facilities it should have two captions: one for the country where the port is located; the other for the country to which the ship belongs. If only the ship is shown clearly, then one photo may be accessioned for the port, with the annotation in the photo caption that the other views are available under the country to which the ship belongs, as follows: "See CIA (photo #) thru (photo #) under country for related photos".
- E. Photos showing products of a specific factory should be accessioned under the country and city where they are manufactured. If they are on exhibit at a foreign trade fair, the name and location of the fair are included in the body of the caption. Once again, a few photos shall be located in the country holding the trade fair with reference in the photo caption to other photos being filed under the country of manufacture.
- F. Photos are often received which will fit together to form panoramic views. These are accessioned as separate pictures and labelled as to their place in the panorama (Series (Part (1) of 12 pt panorama/series). Starting from the left. The CIA accession numbers for the panorama shall also be included on the caption:

Approved For Release 2003/12/19 : CIA-RDP78-04546A000800030001-2

Part 1 of 12 part panorama/series. See CIA \_\_\_\_\_ to \_\_\_\_\_.

After the captions have been typed, the analyst should check to be sure that the CIA accession numbers start with Part 1 on the left and proceed in order. When panoramas are received in long continuous strips, they should be accessioned in parts of equal length which approximate the proportions of a 4X6 Master File print. When writing the code caption, spaces 1 through 17 should be worded the same for all parts of the panorama. These spaces include the place name and probably one or two words of the description, depending on the number of letters in the place name. This is done so that the IBM machines, which sorts the code cards in alphabetical order up to 18 spaces, will arrange the cards for a panorama in consecutive numerical order. If the photographs match at the edges with little/no change in size/perspective, it is a panorama. If there is no variation in size/perspective, then it is a series.

- G.
  - a. When referring in the caption to a location on a sketch/map, use the following format: "See point (PT)   X   on map in report."
  - b. If map is accessioned, caption shall state the following:  
 "Map of (port area) showing location for CIA (Photo Nos)
- H. In order to reduce the amount of writing by the analyst, he will abbreviate whenever possible, using standard or other approved abbreviations.

Approved For Release 2003/12/19 : CIA-RDP78-04546A000800030001-2

9. The analyst will write the date (spaces K1, K2, K3) and the classification (space Q) of the photo in the appropriate labelled space on the caption report. His initials will be written in space "R".

- A. The date is written using a three letter abbreviation for the month in space K1, the last two numbers of the year in spaces K2 & K3, one space for each number. For a date consisting of more than one month or year, the earliest months and/or years will be in space K1, the latest year in spaces K2 & K3. If the date of the photo is not given, but the analyst can be reasonably certain because of other information available, the word "probably" can precede the year. If no date is known, the analyst will write "Prior to month, year" using the month and year the photo is accessioned.

Example: Prior to Mar, 65

- B. In the case of Sino-Soviet Bloc photography received from Eastfoto/ Sovfoto or from a Communist source film, where the issue date of the photo or film is given, this date shall be written in the source box and will appear on the photo caption.

To illustrate: Soviet Source, Jan 1964  
H. Korean Source, Nov 1963

It will also be written, within blue-ink brackets in the date spaces.

10. The source for the photos can be found on the lot card and is written in space "P" on the caption report.

- A. The source designation for the majority of pictures will not appear on the Master File print; therefore, it will be written in blue ink brackets. The source is included on the Master File print for the following sources only, unless otherwise specified by the source:



25X1

(1)

(2)

(3) State Department Airgram/Dispatches

(4) Books, magazines, and newspaper titles

B. The captions for photographic enclosures to State Despatches or Airgrams will include the date of the photographs, the number of the despatch, the post from which the despatch was sent, and the date of the despatch. Example: A-275, Abidjan, 3 March 1963.

C. When magazines or books are received as enclosures to a State despatch the title of the magazine or book should appear on the caption. The number of the despatch, the post from which it was sent, and the date should be included on the caption report only, in blue ink brackets. This also applies to publications received from the Graphics Coordinators.

D. When writing publication names, the analyst will abbreviate whenever possible, limiting the name of the publication to 15 spaces, including the date of publication. Where the name of the publication cannot be abbreviated, the photo caption will include the two-letter country code to show the origin and date of publication. Example: CZ Pub, Aug 1964.

In this case, the full name of the publication is written by the analyst on the lot card under the word "Title."

25X1

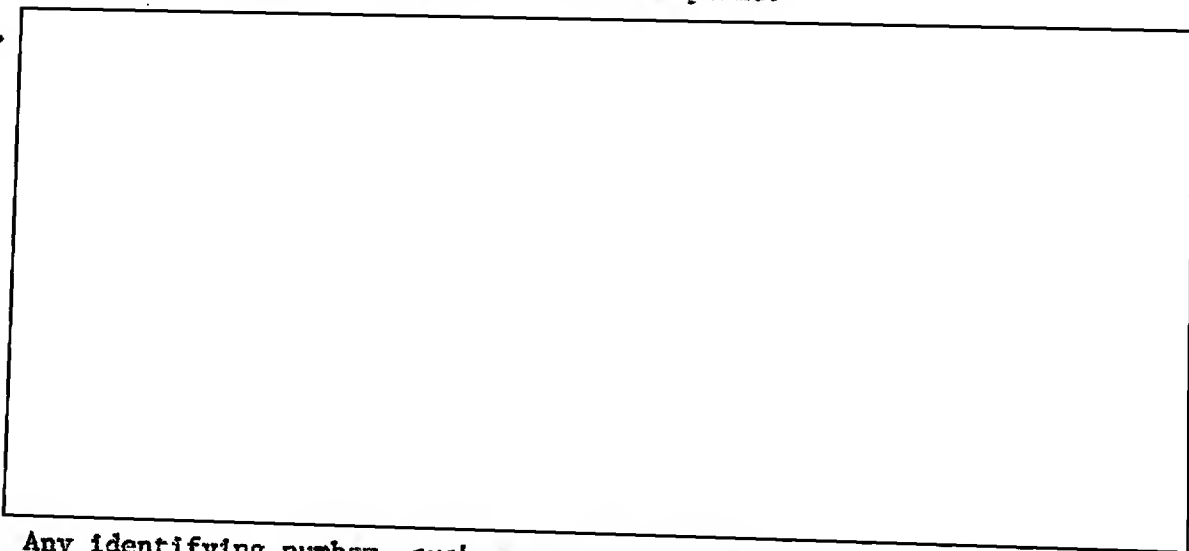
E.

For other photography received from the  the source

25X1

designation does not appear on the file print.

F.



- G. Any identifying number, such as a page number in a book, which will help the typist in attaching the caption to the right page and in writing the CIA accession number to the right photo will also be indicated here.
11. Blue ink brackets are put around all information which should not appear on the file print as an indication to the typist what she is not to type.
12. If the analyst includes information for the photo caption other than that received with the photos, and which has been obtained by his own research in identifying the subject matter, it is to be written on the caption report within red ink brackets. It will be typed on the photo caption card within brackets to indicate that the information was added by G.R.
13. If a better quality print is received of a photograph already in file, the new print may be captioned and the original accession number used.

Approved For Release 2003/12/19 : CIA-RDP78-04546A000800030001-2  
The caption is not sent to the Machine Room, since an FBI card for the  
picture has already been made. When the new negative and print are  
received from the Lab, the poor negative and print are destroyed.